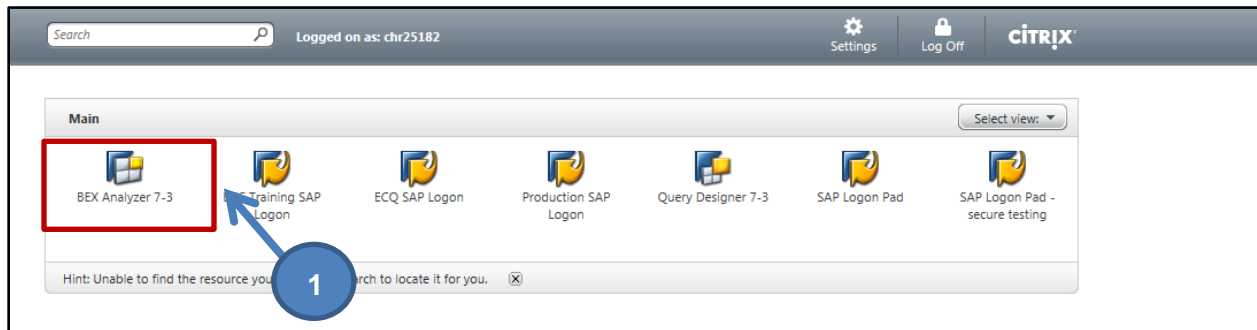


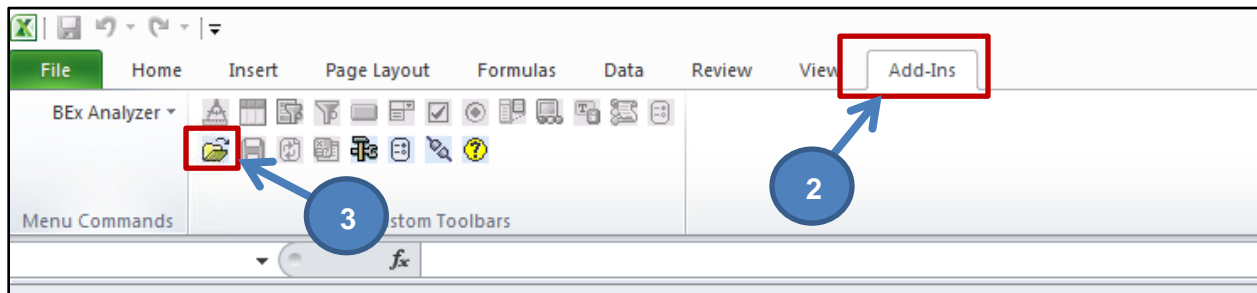
Accessing the RH039Q Employee Work Communications Report in BEX

1. After logging into SCEIS, click **BEX Analyzer 7-3**.

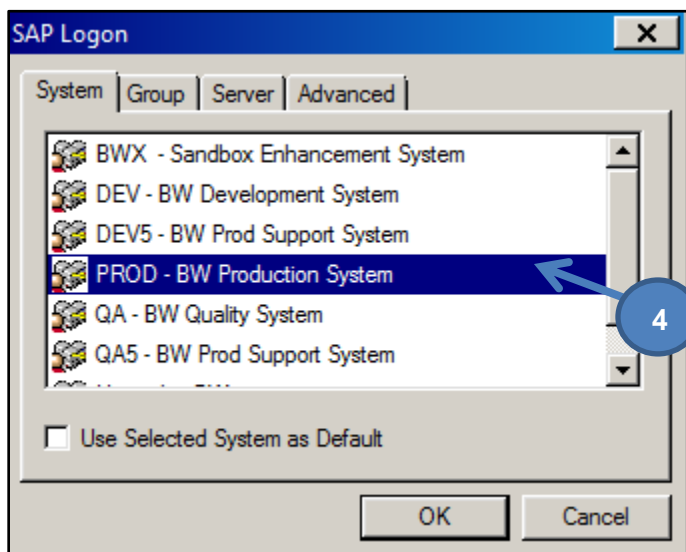


2. Click the **Add-Ins** tab.

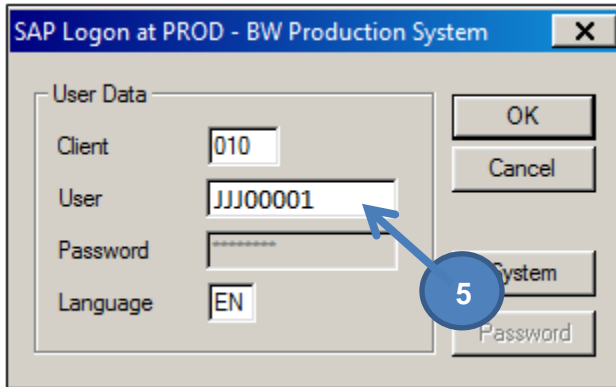
3. Click **Open Query** .



4. Select **PROD - BW Production System**.

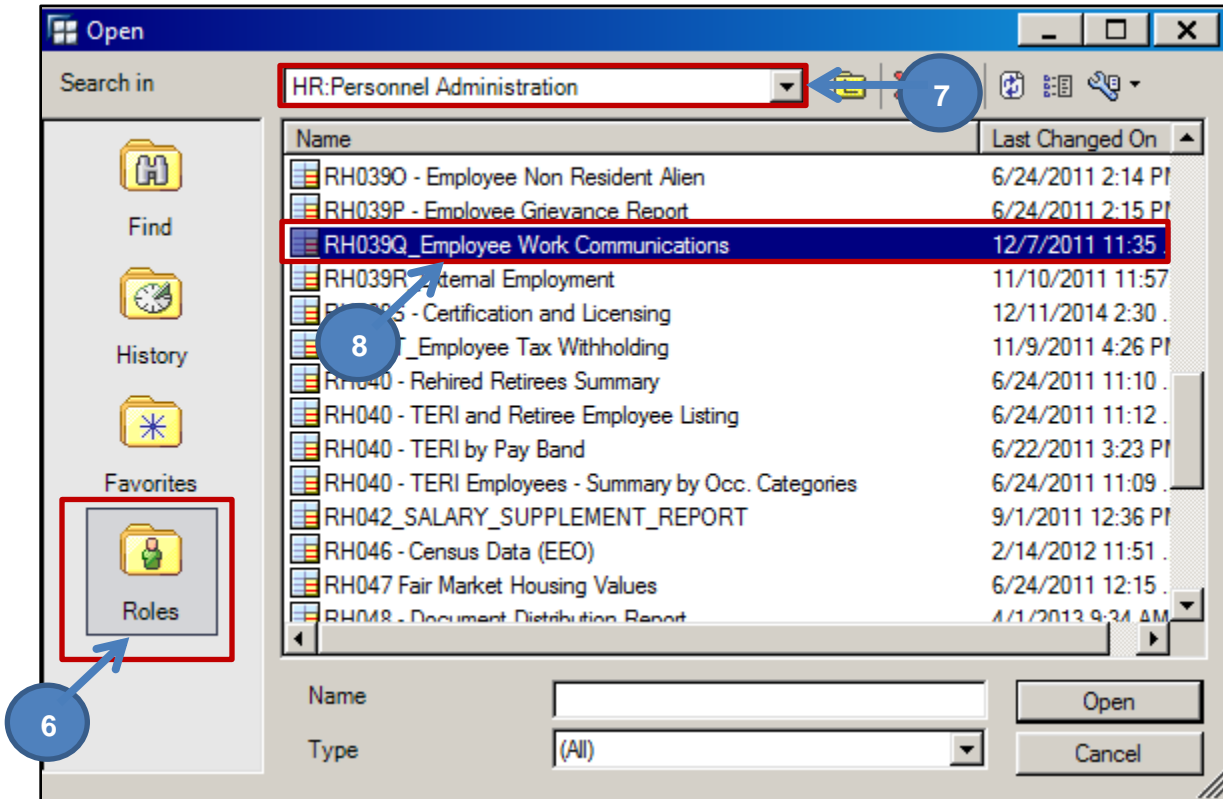


5. Enter your **SCEIS User ID** in the User field.



The image shows the 'SAP Login at PROD - BW Production System' dialog box. It has a 'User Data' section with fields for Client (010), User (JJJ00001), Password (masked with asterisks), and Language (EN). There are 'OK', 'Cancel', 'System', and 'Password' buttons. A blue arrow points to the User field, and a blue circle with the number 5 is next to it.

6. Click the **Roles** button on the left.
7. Select **HR - Personnel Administration**.
8. Click the **RH039Q_Employee Work Communications** report.



The image shows the 'Open' dialog box in SAP. The 'Search in' dropdown is set to 'HR:Personnel Administration'. The 'Roles' button in the left sidebar is highlighted with a red box and a blue arrow pointing to it, with a blue circle containing the number 6 next to it. The main list shows various reports, with 'RH039Q_Employee Work Communications' highlighted in blue. A blue arrow points to this report, and a blue circle with the number 8 is next to it. The 'Search in' dropdown is also highlighted with a red box, and a blue circle with the number 7 is next to it. The bottom of the dialog has 'Name' and 'Type' fields, and 'Open' and 'Cancel' buttons.

Name	Last Changed On
RH0390 - Employee Non Resident Alien	6/24/2011 2:14 PM
RH039P - Employee Grievance Report	6/24/2011 2:15 PM
RH039Q_Employee Work Communications	12/7/2011 11:35
RH039R - External Employment	11/10/2011 11:57
RH039S - Certification and Licensing	12/11/2014 2:30
RH039T - Employee Tax Withholding	11/9/2011 4:26 PM
RH040 - Rehired Retirees Summary	6/24/2011 11:10
RH040 - TERI and Retiree Employee Listing	6/24/2011 11:12
RH040 - TERI by Pay Band	6/22/2011 3:23 PM
RH040 - TERI Employees - Summary by Occ. Categories	6/24/2011 11:09
RH042_SALARY_SUPPLEMENT_REPORT	9/1/2011 12:36 PM
RH046 - Census Data (EEO)	2/14/2012 11:51
RH047 Fair Market Housing Values	6/24/2011 12:15
RH048 - Document Distribution Report	4/1/2013 9:24 AM

9. You can filter by a specific Organizational Unit, Employee Group or Subgroup if needed. If you do not enter information in the filters, the report will return all the data you have access to. The **Employment Status should remain 3** for Active employees.
10. Click **OK**.

The employee's current work email address will have a **Valid to date of 12/31/9999**.

Valid from	Valid to	Communication Type	Communication ID/Num	Communication long l
4/17/2010	12/31/9999	System user name (SY		#
5/17/2010	12/31/9999	Agency Legacy Employ		#
9/2/2013	7/27/2015	Work E-Mail	#	JOHN.DOE@PPT.SC.GOV
7/28/2015	5/4/2016	Work E-Mail	#	JOHN.DOE@SCEIS.SC.GOV
5/5/2016	12/31/9999	Work E-Mail	#	JOHN.DOE@ADMIN.SC.GOV
10/28/2009	12/31/9999	System user name (SY		#
5/17/2010	12/31/9999	Agency Legacy Employ		#
3/12/2012	5/4/2016	Work E-Mail	#	SALLY@SCEIS.SC.GOV
	12/31/9999	Work Office	#	
5/5/2016	12/31/9999	Work E-Mail	#	SALLY@ADMIN.SC.GOV
5/6/2010	12/31/9999	System user name (SY		#
12/17/2010	5/4/2016	Work E-Mail	#	BOB@SCEIS.SC.GOV
	12/31/9999	Work Office	#	
5/5/2016	12/31/9999	Work E-Mail	#	BOB@ADMIN.SC.GOV
10/28/2009	12/31/9999	System user name (SY		#
5/17/2010	12/31/9999	Agency Legacy Employ		#
4/25/2016	12/31/9999	Work E-Mail	#	MARY@ADMIN.SC.GOV

You can get further step-by-step instructions on using BEX in the REP200U Online Course:

<http://sceis.sc.gov/courses/REP200U/index.htm>